

original file

P 05M-1

S-E-C-R-E-T

INSTRUCTION NO.  
LI 70-14

LI 70-14  
RECORDS AND CORRESPONDENCE  
Revised 10 July 1968

SUBJECT : Use ☐ Special Indicator for Cables and Dispatches

REFERENCES: (a) ☐  
(b) ☐ Chapter 5, Paragraph 30 b and c

RESCISSION: LI 42-300-3 and Attachment 1 dated 20 May 1960

1. PURPOSE

The purpose of this Instruction is to provide specific criteria for Office of Logistics use of ☐ as a special indicator. (See Attachment), and to provide general guidance on procedures relating to its usage.

2. AUTHORITY

a. References provide authority for Office of Logistics' use of ☐ as a special indicator to denote releasing authority for cable and dispatch communications to the field, with the proviso that this indicator will be utilized only for logistical support matters not directly affecting or relating to clandestine operations, operational security, or other command responsibilities of the Chief of Station or Deputy Director for Plans. Authority is also indicated for use of the same channel by the field to Headquarters for the specified types of subject matter. ☐ is not proper for lateral field messages.

b. Only specifically authorized Office of Logistics personnel may release ☐ communications from Headquarters; and, conversely, all messages released by the Office of Logistics to overseas field stations should bear the ☐ indicator.

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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3. SCOPE

25X1A a. [ ] is currently the only authorized action indicator for the Office of Logistics. It may be used in combination with approved sensitivity or routing indicators as appropriate. The routing indicator LOGS may be used or coupled with an action indicator of another component to denote Office of Logistics interest where otherwise it might not be apparent.

25X1A b. As a general rule, any communications regarding technical materiel, supplies or equipment (i.e., TSD, Communications, Medical, or Security), will carry the appropriate indicator for that technical activity and not [ ]

25X1A c. [ ] messages will be confined to strictly logistical matters.

4. GENERAL

a. Preparation

Preparation and processing of [ ] messages will be in accordance with all current Regulations, Instructions and Logistics Procedures.

25X1A

b. Transmittal Manifest

25X1A In the interest of efficiency, the Office of Logistics shall make maximum use of the Transmittal Manifest, Form 1236 (using the indicator [ ]) to transmit to the field existing documents, listings, catalogs, or packages requiring no further documentation, explanation, specific controls or coordination (other than as necessary to establish the procedure).

c. Book Dispatches

25X1A Book Dispatches may not be released by the Office of Logistics under the [ ] indicator.

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Material to be addressed to six or more field installations, or material involving general instructions to more than one area, will be submitted in memorandum or draft form to the SSA/DDS with recommendation for forwarding as a Book Dispatch.

5. PROCEDURE

a. Coordination

All messages released by the Office of Logistics under the  indicator will be coordinated with the DD/P area division and any technical or support component concerned. Coordination will be performed by the originating component in one of the following manners:

25X1A

- (1) Physical processing to the coordinating unit and return to Office of Logistics for release. (Suspense on such outstanding messages to be maintained by the Logistics Registry.)
- (2) By telephone, in keeping with all security requirements. The message will show the name of the person with whom coordination is performed and the initials of the person in the originating component who accomplishes the coordination.
- (3) By blanket agreements with interested components on specific types of routine actions. Such messages will indicate coordination by blanket agreement and will be initialed by a knowledgeable individual in the originating component. All blanket agreements to waive coordination will be documented by the responsible division and a copy furnished the Office of the Director of Logistics.

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b. Transfers

Action on incoming communications improperly slugged [ ] will be transferred promptly to the responsible component, and action accepted by Office of Logistics personnel should be transferred to Office of Logistics through proper channels.

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Director of Logistics

Attachment

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25X1A

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